



UNITED STATES MARINE CORPS  
MARINE CORPS LOGISTICS BASE  
814 RADFORD BOULEVARD  
ALBANY, GEORGIA 31704-1128

BO 1720.1N

A125

9 May 03

BASE ORDER 1720.1N

From: Commanding Officer

To: Distribution List

Subj: PROCEDURES AND POLICIES GOVERNING OPERATION AND SCHEDULING  
OF THE UNITED STATES MARINE CORPS BAND, MARINE CORPS  
LOGISTICS BASE, ALBANY, GEORGIA

Ref: (a) MCO P5000.18

(b) MCO P5726.15

(c) NAVMC 2691

Encl: (1) Band Request Format (Military)

1. Situation. The Albany Marine Band is a component of the Marine Corps Logistics Base under the direct operational control of the Commanding Officer. The Band Officer functions as a Special Staff Officer of the Commanding Officer, and as such, advises on the use, current capabilities, and standard procedures and policies which govern the operation of the band. In the absence of a Band Officer the Enlisted Band Leader or the Band Master assumes all duties of the Band Officer. This revision incorporates procedures in paragraph 8 for scheduling musical support requests from outside organizations.

2. Cancellation. BO 1720.1M

3. Mission. To publish information and policies regarding the utilization, operation, and scheduling of the Albany Marine Band in accordance with the references.

4. Information. The Albany Marine Band is a professional musical organization that provides quality musical support in the idioms of concert band, ceremonial band, jazz ensemble, show band, brass and woodwind quintets, jazz combo, and other small ensembles. This unit greatly enhances the morale and esprit of the members of this command and gains valuable exposure for the Marine Corps through appearances in the public domain.

a. Reference (a) states that the mission of Marine Corps Field Musical Units is to provide music for:

(1) military ceremonies and other official activities as may be directed by proper authority;

(2) in support of Marine Corps Community Relations programs;

(3) in support of Marine Corps Personnel Procurement programs;

(4) in a tactical environment the band's primary mission shifts to augmentation of headquarters defense.

b. References (b) and (c) establish the criteria for musical unit participation in the public domain.

5. Unit Integrity. The nature of band operations requires the participation of the entire unit in performances, rehearsals, internal support functions, and training. To ensure the unit integrity vital to the successful accomplishment of the band's mission, duty assignments for Marines assigned to the band are limited to duty within the Albany Marine Band.

6. Administration and Logistics. Upon assignment to the band, Marines will be authorized commuted rations due to a varied and unpredictable travel and performance schedule that often conflicts with normal meal hours.

7. Operations

a. General. The Band Officer determines and coordinates the operational schedule for all musical unit commitments and activities. This includes military and public events requiring musical support, military training, technical/MOS training and leave periods.

b. Scheduling

(1) All requests for musical unit participation in any event will be forwarded to the Band Officer (A125). The Band Officer will confirm in writing, when an event has or has not been accepted for support.



(2) Requests must be received at least 30 days prior to the event to be considered for support. This ensures adequate time to process the request and prepare for the event.

(3) A calendar of accepted events will be forwarded to the Marine Corps Logistics Base Public Affairs Officer (A130) and to Public Affairs, Headquarters Marine Corps.

(4) All requests received from locations further than 100 miles from Albany, Georgia will be forwarded to Public Affairs (PA) at Headquarters Marine Corps. PA will then, based on input from the Band Officer, generate the appropriate correspondence to the requestor. Correspondence to the sponsor from the band will support PA's response.

c. Commitment Priority. The priority for acceptance of musical unit commitments will be based on the type of function and anticipated audience attendance. Priority will normally be given to official Marine Corps functions, such as changes of command. In select instances, a public function having national or international implications or one that the Commanding Officer/visiting dignitaries will attend may be assigned priority. Compliance with regulations and the best interests of the Marine Corps will be the determining factors in all cases.

#### 8. Ceremonial Support

a. Agencies within Marine Corps Logistics Command (MCLC) requesting support from more than one command asset, such as band and color guard, are required to staff and complete a Bulletin concerning the event. This action ensures all aspects of the event are properly coordinated. The band coordinates only musical ceremonial assets.

b. Band participation in command ceremonies will be in accordance with reference (c). Schedule permitting, a trumpet and drum detail will be provided for ceremony rehearsals.

c. A bugler will be provided for funeral details or memorial services as operational commitments allow.

d. It is the Commanding Officer's policy that all Marines with less than 27 years of service will utilize the monthly MCLC

9 May 03

Colors Ceremony for their retirement ceremony. Marines with more than 27 years of service may request, and will likely receive support for a retirement ceremony if the band is available.

9. Travel Expenses. In accordance with reference (c) the band will normally travel at the expense of the requestor. This includes billeting and meals enroute and on-site, ground transportation, and any other miscellaneous expenses surrounding travel to and from the event.

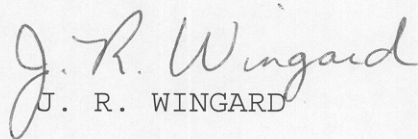
10. Inclement Weather. Outdoor performances during hazardous weather conditions are not permitted.

11. Execution. Centers/Departments/Division Directors; Special Staff Officers; Commanders/Officers in Charge of Tenant Organizations are directed to adhere to the provisions contained herein.

12. Command and Signal

a. Command. This Order is applicable to this Command, all tenant commands aboard MCLB, Albany and the Blount Island Command.

b. Signal. This Order is effective the date signed.

  
J. R. WINGARD

DISTRIBUTION: B



BO 1720.1N  
9 May 03

REQUESTING UNIT LETTERHEAD HERE

Sample

5060  
DATE

From:

To: Officer in Charge, Albany Marine Band

Subj: REQUEST FOR MUSICAL SUPPORT

1. Per the reference, the following request is submitted:
  - a. Nature of the event for which the band is requested.
  - b. Primary date(s) and time(s) of the event and rehearsals.
  - c. Alternate date(s) and time(s) of the event and rehearsals.
  - d. Location of the event.
  - e. Prescribed uniform.
  - f. VIP(s)/Dignitaries expected to attend.
  - g. Point(s) of contact (name, grade, unit, position, and telephone number).
  - h. Special requirements:
    - (1) Special musical requests.
    - (2) Other.
  - i. Appropriation data (if applicable).
2. This unit will provide a detailed sequence of events to the Albany Marine Band no later than 10 working days prior to the commitment.

SIGNATURE

ENCLOSURE (1)